Transfer media you own to others

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👥 **This article is designated for all users.**

About

Media owners can transfer ownership to an individual or a group.

✅ If you cannot access this functionality, ask your administrator to give you the required permission.

ℹ️ The instructions below are for non-Theming users. If you have Theming enabled, please refer to our articles Transfer media you own to someone else and Add / remove collaborators.

Change ownership

1. Access the edit media page.
2. Click on the **Collaboration** tab.
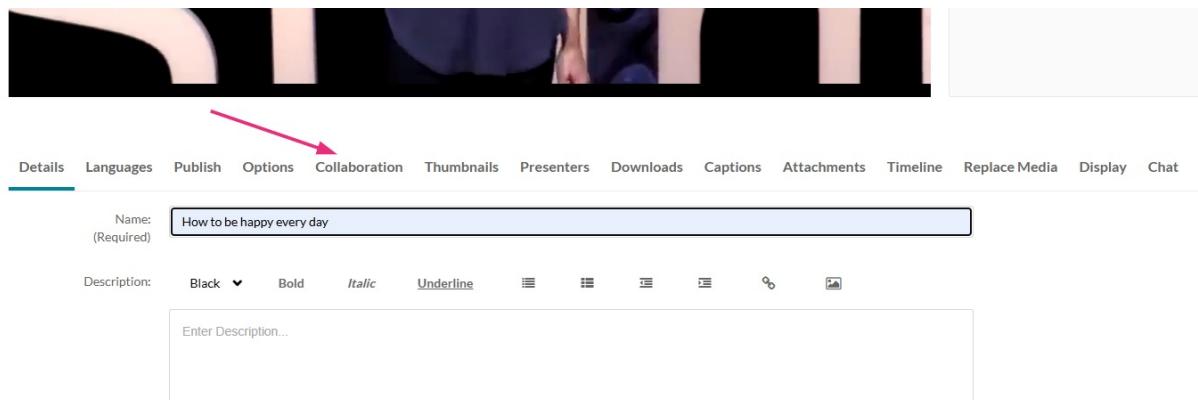
3. On the Collaboration page, click **Change media owner**.

The 'Change Media Owner' window opens.
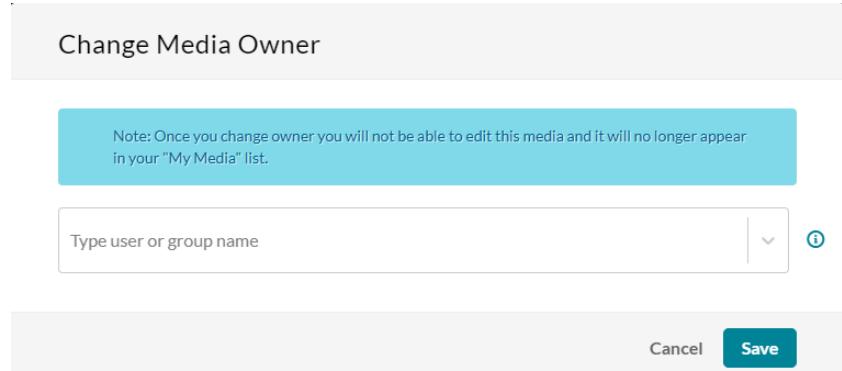
4. Enter the user/group name for the new owner. You can add users/groups that are available on the site and then use the auto-complete function (from third letter and on), and press enter on your keyboard.
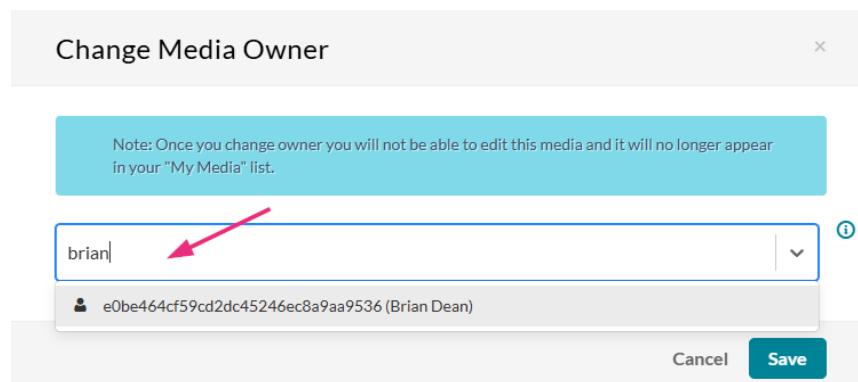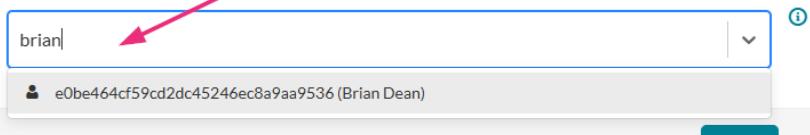
5. Click **Save**.

Once ownership is transferred, the new owner gains full access to the media, including the ability to edit, publish, and delete it.